

Staff Promotion Advocacy

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Advocacy for Promotion of [Employee's Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally advocate for the promotion of [Employee's Name] to the position of [New Position Title]. Over the past [duration], [Employee's Name] has consistently demonstrated exceptional performance and commitment to our team and company objectives.

[Provide specific examples of the employee's achievements, contributions, and professional growth that support the case for promotion.]

Given their skills and accomplishments, I firmly believe that [Employee's Name] would excel in this new role and contribute further to our success. I strongly recommend considering [him/her/them] for this opportunity.

Thank you for considering this advocacy for [Employee's Name]. I am happy to discuss this further at your convenience.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]